

☒ Original ☐ Amendment

U.S. House of Representatives  
111<sup>th</sup> Congress

EMPLOYEE  
POST-TRAVEL DISCLOSURE FORM

TRAVEL RESOURCE CENTER  
2009 AUG -4 PM 12:08  
OFFICE OF THE CLERK  
U.S. HOUSE OF REPRESENTATIVES

This form is for disclosing the receipt of travel expenses from private sources for meetings, speaking engagements, fact-finding trips, or similar events undertaken in connection with official duties. This form does not eliminate the need to report all privately-funded travel on the annual Financial Disclosure Statements of those persons required to file them. In accordance with House Rule 25, clause 5, complete this form and file it with the Clerk of the House of Representatives, B-106 Cannon House Office Building, within **15 days** after travel is completed. The Clerk is to make the second page of this form publicly available as soon as possible after it is filed.

Name of Traveler (print or type): Toni-Marie Calabrese

I certify that the information contained on all pages of this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER: DM Calabrese

DATE: 8/3/09

I authorized this travel in advance. I have determined that all of the expenses listed on this form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: John Boozman (AR-03)

SIGNATURE OF SUPERVISING MEMBER: John Boozman

DATE: 8/3/09

☒ Original ☐ Amendment

EMPLOYEE  
POST-TRAVEL DISCLOSURE FORM

1. Name of Traveler (print or type): Toni-Marie Calabrese
2. a. Name of Accompanying Family Member (if any): \_\_\_\_\_
- b. Relationship to Employee: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
3. a. Date of Departure and Date of Return: 8/1/09-8/2/09
- b. Dates at personal expense (if any): \_\_\_\_\_
4. Itinerary (cities of departure – destination – return): Washington, DC-Queenstown, MD-Washington, DC
5. Sponsor(s) (who paid for the trip): Partnership for a Secure America (PSA)
6. Describe meetings and events attended (attach additional pages if necessary): see attached itinerary
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
- a. ☒ the Private Sponsor Travel Certification Form completed by the trip sponsor, including all attachments;
- b. ☒ the Traveler Form completed by the employee; *and*
- c. ☒ the Committee on Standards' letter approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the sponsor's agenda. (Signify that statement is true by checking box): ☒
- b. If not, explain: \_\_\_\_\_
9. TRAVEL EXPENSES: Obtain actual dollar amounts from the sponsor. If exact dollar amounts are unavailable by the due date, provide a good faith estimate and file an amended form once the correct amounts are received.

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses
For employee:	\$40	\$109	\$69
For accompanying family member:			
	Other Expenses (dollar amount)	Specific Nature of Expenses (e.g., taxi, parking, registration fee, etc.)	
For employee:	\$200	Conference services	
For accompanying family member:			

ZOE LOFGREN, CALIFORNIA  
CHAIR  
BEN CHANDLER, KENTUCKY  
G. K. BUTTERFIELD, NORTH CAROLINA  
KATHY CASTOR, FLORIDA  
PETER WELCH, VERMONT  
R. BLAKE CHISAM,  
CHIEF COUNSEL AND STAFF DIRECTOR

ONE HUNDRED ELEVENTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON STANDARDS OF  
OFFICIAL CONDUCT

Washington, DC 20515-6328

July 9, 2009

JO BONNER, ALABAMA  
RANKING REPUBLICAN MEMBER

J. GRESHAM BARRETT, SOUTH CAROLINA  
JOHN KLINE, MINNESOTA  
K. MICHAEL CONAWAY, TEXAS  
CHARLES W. DENT, PENNSYLVANIA

TODD UNGERECHT  
COUNSEL TO THE RANKING  
REPUBLICAN MEMBER

SUITE HT-2, THE CAPITOL  
(202) 225-7103

Ms. Toni-Marie Calabrese  
Office of the Honorable John Boozman  
1519 Longworth House Office Building  
Washington, DC 20515

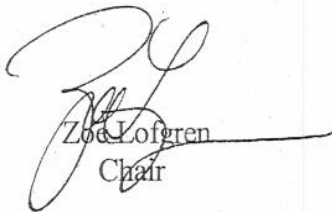
Dear Ms. Calabrese:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Standards of Official Conduct hereby approves your proposed trip to Queenstown, Maryland scheduled for August 1 to 2, 2009 sponsored by the Partnership for a Secure America.

You must complete an Employee Travel Disclosure Form (which your employing Member must also sign) and file it with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are required to attach a copy of this letter and the Private Sponsor Travel Certification Form, including all attachments. You must also include a copy of the Traveler Form completed by you and signed by your employing Member. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$335 from a single source on Schedule VII of that statement.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,



Zoe Lofgren  
Chair



Jo Bonner  
Ranking Republican Member

ZL/JB:slo

**U.S. House of Representatives  
Committee on Standards of Official Conduct**

**PRIVATELY SPONSORED TRAVEL: TRAVELER FORM  
For Members, Officers, and Employees**

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed Private Sponsor Travel Certification Form and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Please type form. Form (and any attachments) may be faxed to the Committee at (202) 225-7392.*

**YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 14 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE.** Absent exceptional circumstances, permission will not be granted for requests received less than 14 days before the trip commences.

Name of Traveler: Toni-Marie Calabrese

**I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.**

Signature: TMCalabrese

Name of Signatory (if other than traveler): \_\_\_\_\_

For staff, name of employing Member/Committee: John Boozman (AR-03)

Office address: 1519 LHOB

Phone number: 202-225-4301

Email address of contact person: toni-marie.calabrese@mail.house.gov

- ☐ Check this box if the sponsoring entity is a media outlet and the traveler is a Member traveling to make a media appearance sponsored by that entity and these forms are being submitted to the Committee less than 14 days before the trip departure date.

**NOTE: You must complete the contact information fields above, as Committee staff may need to contact you if additional information is required.**

If there are any questions regarding this form please contact the Committee:

Committee on Standards of Official Conduct  
U.S. House of Representatives  
HT-2, The Capitol  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (fax)

U.S. House of Representatives  
Committee on Standards of Official Conduct

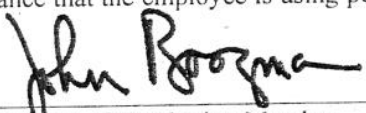
**PRIVATELY SPONSORED TRAVEL: TRAVELER FORM**

1. Name of Traveler: Toni-Marie Calabrese
2. Sponsor(s) (who will be paying for the trip): Partnership for a Secure America
3. Travel destination(s): Aspen Wye River Conference Center, Queenstown, MD
4. a. Date of Departure and Date of Return: 8/1/09-8/2/09  
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No  
If yes, dates at personal expense: \_\_\_\_\_
5. a. Will you be accompanied by a family member at the sponsor's expense? ☐ Yes ☒ No  
b. If yes, name of accompanying family member: \_\_\_\_\_  
c. Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
6. a. Did the trip sponsor answer "yes" to Question 9(c) on the Trip Sponsor form (i.e., the travel is being sponsored by an entity that employs a lobbyist)? ☐ Yes ☒ No  
b. If yes, check one of the following: ☐ N/A – Sponsor checked 9(a) or 9(b)  
(1) Approval for one-night's lodging and meals is being requested: ☐ or  
(2) Approval for two-nights' lodging and meals is being requested: ☐  
If "(2)" is checked, explain why the second night is warranted: \_\_\_\_\_
7. Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments (indicate that form is attached by checking box): ☒
8. Explain why participation in the trip is connected to your individual official or representational duties:  
I was accepted into the Congressional Fellowship program based on the policy portfolio  
that I handle for the Congressman

9. **FOR STAFF:**  
**TO BE COMPLETED BY YOUR EMPLOYING MEMBER:**

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 6/2/09

  
\_\_\_\_\_  
Signature of Employing Member

**NOTE:** This page must be submitted with your post-travel disclosure form within 15 days of your return, so you should maintain a photocopy of the completed form for your records.

U.S. House of Representatives  
Committee on Standards of Official Conduct

**PRIVATE SPONSOR TRAVEL CERTIFICATION FORM**  
(provide directly to each House invitee)

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form. The trip sponsor should NOT submit the form directly to the Committee. *You must answer every question on the form.*

1. Sponsor(s) (who will be paying for the trip): Partnership for a Secure America
2. I represent that the trip will not be financed (in whole or in part) by a federally-registered lobbyist or a registered foreign agent (*Signify that the statement is true by checking box*): ☒
3. I represent that the trip sponsor(s) has not accepted from any other source funds earmarked directly or indirectly to finance any aspect of the trip (*Signify that the statement is true by checking box*): ☒
4. Is travel being offered to an accompanying family member of the House invitee(s)? ☐ Yes ☒ No
5. Provide names and titles of ALL House invitees; for each invitee, provide explanation of why the individual was invited (include additional pages if necessary): See attached sheet.  
See attached sheet.
6. Dates of travel: August 1-2, 2009
7. Cities of departure – destination – return: Washington, D.C. - Queenstown, MD - Washington, D.C.
8. Attached is a detailed agenda of the activities taking place during the travel (*i.e.*, an hourly description of planned activities) (*Signify "yes" by checking box*): ☒
9. I represent that (*check one of the following*):
  - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ *or*
  - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ *or*
  - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
10. If travel is for participation in a one-day event (*i.e.*, if you checked Question 9(c)), check one of the following:
  - a. N/A – I checked 9(a) or (b) above: ☒
  - b. One-night's lodging and meals are being offered: ☐ *or*
  - c. Two-nights' lodging and meals are being offered: ☐  
If "c" is checked, explain why the second night is warranted: \_\_\_\_\_

11. Check one:
- I represent that a federally-registered lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (*Signify that the statement is true by checking box*): ☒ or
  - N/A – trip sponsor is an institution of higher education. ☐
12. Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the purpose of the trip and the role of each sponsor in organizing and conducting the trip:  
The trip's purpose is to build relationships between the Fellows participating in the Fellowship Program.  
PSA staff have planned the trip logistics and set the itinerary to further this purpose.
13. a. Describe the mode of travel (air, rail, bus, etc.). For air travel, also indicate the type of aircraft (commercial, charter, or privately owned) and class of travel (coach, business class, first class, etc.):  
Bus.
- b. If travel will be first class or by chartered or private aircraft, provide an explanation describing why such travel is warranted: N/A
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (*Signify that the statement is true by checking box*): ☒
15. I represent that either (*check one of the following*):
- The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ or
  - The trip involves events that are arranged *specifically with regard* to congressional participation: ☒  
If "b" is checked, detail the cost per day of meals (approximate cost may be provided): \$35
16. Reason for selecting the location of the event or trip: This location is close to Washington, D.C. to allow convenient travel for participants and speakers.
17. Name of hotel or other lodging facility: Aspen Wye River Conference Center
18. Cost per night of hotel or other lodging facility (approximate cost may be provided): \$109
19. Reason(s) for selecting hotel or other lodging facility: The location provides appropriate lodging, food, and conference facilities in one location within a reasonable distance of Washington, D.C.



20. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
For each Member, Officer, or employee	\$40	\$109	\$69
For each accompanying family member	-	-	-

	<i>Other</i> Expenses (dollar amount)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$200	Conference services
For each accompanying family member		

21. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment (*signify that the statement is true by checking box*): ☒

22. I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: \_\_\_\_\_

Name and title: Joel T. Meyer

Organization: Partnership for a Secure America

Address: 2000 P Street, NW, Suite 505, Washington, D.C. 20036

Telephone number: (202) 293-8583

Fax number: (202) 747-7732

Email Address: meyer@psaonline.org

The Committee staff may contact the above individual if additional information is required.

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Standards of Official Conduct  
U.S. House of Representatives  
HT-2, The Capitol  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (general fax)

*Version date 8/2008 by Committee on Standards of Official Conduct*





PARTNERSHIP FOR  
A SECURE AMERICA

## CONGRESSIONAL FELLOWSHIP PROGRAM

SUMMER 2009

### Retreat

#### *Agenda*

#### **Saturday, August 1**

2:30pm – 4:00pm

Bus departs Washington, D.C.

4:00pm – 5:30pm

Check in to rooms.

5:30pm – 6:30pm

Pre-dinner reception with former  
Rep. Christopher Shays.

6:30pm – 8:00pm

Dinner with remarks by former Rep.  
Christopher Shays.

#### **Sunday, August 2**

7:30am – 9:00am

Continental breakfast.

9:00am – 12:00pm

Group outdoor activities to foster team building and negotiation skills led by Outward Bound including a team raft building competition. Facilitators will lead discussions on how the skills they are learning through non-political activities apply to their political jobs.

12:00pm – 12:30pm

Free time.

12:30pm – 1:30pm

Lunch with breakout session leaders Charles Andreae and Andy Semmel with introductory discussions on afternoon breakout session topics.

1:30pm – 3:00pm

Breakout sessions on topics in US foreign policy relevant to legislative activity led by Charles Andreae and Andy Semmel. Possible topics include Afghanistan-Pakistan and Congressional oversight of the Executive Branch.

3:00pm-4:00pm

Concluding remarks by breakout session speakers Charles Andreae and Andy Semmel.

4:30pm

Bus departs Aspen Wye River Conference Center.



PARTNERSHIP FOR  
A SECURE AMERICA

## CONGRESSIONAL FELLOWSHIP PROGRAM

SUMMER 2009, HOUSE SESSION

### *FELLOWS*

**Emily Boening**

Office of Congresswoman Marcy Kaptur  
(D-OH)

**Maria Bowie**

Office of Congressman Ken Calvert (R-CA)

**Toni-Marie Calabrese**

Office of Congressman John Boozman  
(R-AR)

**Christina M. Crooks**

Office of Congressman Michael N. Castle (R-DE)

**Michael P. Darner**

Office of Congressman John Conyers, Jr. (D-MI)

**Kari Fuglesten**

Office of Congressman Earl Pomeroy  
(D-ND)

**Pete Giambastiani**

Office of Congressman Jeff Miller (R-FL)

**Stephen Martinko**

Office of Congressman Bill Shuster (R-PA)

**Dennis Peterson**

Office of Congressman Charles W. Dent  
(R-PA)

**Cybil Roehrenbeck**

Office of Congressman Walter B. Jones, Jr. (R-NC)

**Algene T. Sajery**

Office of Congresswoman Yvette D. Clarke (D-NY)

**Monica Christina Sanders**

Office of Congressman Anh "Joseph" Cao (R-LA)

**U. Maheen Siddiqui**

Office of Congresswoman Marcia L. Fudge (D-OH)

**George C. Tagg, Jr.**

Office of Congressman John S. Tanner  
(D-TN)

**Lynne Weil**

Office of Congressman Howard L. Berman (D-CA)

**Daniel L. Zeitlin**

Office of Congresswoman Rosa L. DeLauro (D-CT)